CalJOBS Help Sheet 7

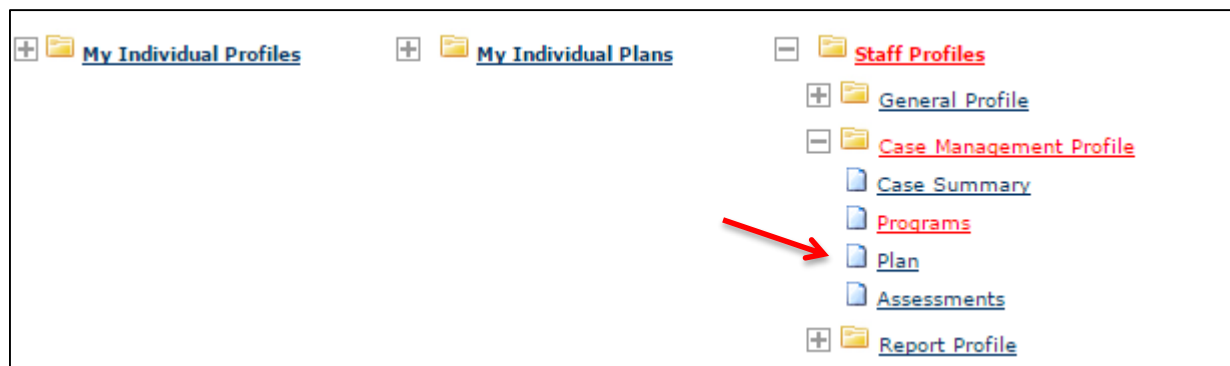# How to Create an IEP in CalJOBS

Prepared by: Research and Statistics Division

How to Create an IEP in CalJOBS

This section describes how to create an Individual Employment Plan (IEP) in CalJOBS step by step.

Creating an IEP:

1. Click on the (**+**) sign next to "Staff Profile" to expand the categories. Next click the (**+**) sign next to "Case Management Profile" and click on "Plan".

2. Next click on "Create Individual Employment Plan/Service Strategy".

   (*Note: You may switch between the different tabs as well by clicking on them.*)

3. On the "Plan" tab, you will be required to input the "Plan Information" section. Input the start date of the plan verifying the LWIA and office location. After you have completed the plan you can come back to this section and input the "Plan closed on" date. You also have the option to print the services of the individual when printing the plan for convenience. Once done, click "Next".

Plan	Goals	Objectives	Services

* *Indicates required fields.*   ⊘ *For help click the question mark icon.*

Identifying Information

Plan ID Number	0
State ID	1000394621
User Name	JOSHUAJ95
User ID	29187415
Name	Jasso, Joshua
Created By	Not Available
Create On	
Last Edited By	
Edited On	

Plan Information

* **Plan Start Date**	12/29/2015 (mm/dd/yyyy) 📅 Today
* **LWIA/Region**	Los Angeles County Department of Commun ▼
* **Plan started in office location**	WIOA - Community and Senior Services ▼
Plan closed on	(mm/dd/yyyy) 📅 Today
When printing plan do you want to print services?	☐

4. You will now find yourself on the "Goals" tab. You may switch between tabs anytime, however, it will only save your work once you click "Next". Click on "Add New Goal" to input a new IEP Goal for the participant.

| Plan | Goals | Objectives | Services |

For help click the question mark icon.

General Information

User Name	TESTSUBJECT19
User ID	9524
Name	James, Rick

IEP Goals

#	Goal	Goal Type	Date Established	Est. date for Completion	Program	Staff	Status	Action
				No History Records				

Add New Goal

Exit Wizard

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5. In this section you may now input the program affiliation and the type/term of goal. Enter a description for the goal and enter the date established, estimated completion date, and completion status. Like the IEP, you may come back and enter an actual completion date to close the goal. Click "Save".
 (*Note: You may not have an actual completion date with the completion status being open. Furthermore, you may not have a "Closed" completion status without an actual completion date.*)

General Information

User Name	JOSHUAJ95
User ID	29187415
Name	Jasso, Joshua
Plan Start Date	12/29/2015

Goal Information

• LWIA/Region	Los Angeles County Department of Communi ▼
• Office	WIOA - Community and Senior Services ▼
• Program Affiliation	No open programs.
• Type of Goal	None Selected ▼
• Term of Goal	None Selected ▼
• Description of Goal	
• Date Established	(mm/dd/yyyy) 🗓 Today
• Estimated Completion Date	(mm/dd/yyyy) 🗓 Today
Actual Completion Date	(mm/dd/yyyy) 🗓 Today
• Completion Status	Open ▼
Reason Closed	None Selected ▼

Goal Details(Comments)
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Created By	
Last Edited By	

5

6. Click on the "Objectives" tab. This will open all objectives for the participant. Click "Add new objective" to create your own objective or "Select pre-defined objectives" to select from pre-existing objectives in the system.

Plan	Goals	Objectives	Services

For help click the question mark icon.

General Information

User Name	TESTSUBJECT19
User ID	9524
Name	James, Rick

Objective Information

Goal Description	Objective	Date Established	Review Date	Program(s)	Staff	Status
No Objective Records						

Add new objective ←

Select pre-defined objectives

Exit Wizard

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7. Select the goal. Similar to the "Goals" tab, input the program affiliation. Enter the objective name, date established and review date of the objective. You may enter any additional notes or comments. In the "Select pre-defined objectives" section, you would have the objective names given and would only have to input dates as shown below. Click "Save" to save the objective.

(Note: Like the IEP, you may not have an actual completion date with the completion status being open. Furthermore, you may not have a "Closed" completion status without an actual completion date.)

General Information

Username	TESTSUBJECT19
User ID	9524
Name	James, Rick

Objective Information

*Goal	None Selected ▼
Goal Date Established	
*LWIA/Region	Los Angeles County Department of Commu ▼
*Office Location	WIA - Community and Senior Services ▼
*Program Affiliation	None Selected ▼
*Objective	
*Date Established	(mm/dd/yyyy) 🔲 Today
*Review Date	(mm/dd/yyyy) 🔲 Today
Actual Completion Date	(mm/dd/yyyy) 🔲 Today
Completion Status	Open ▼
Reason Closed	None Selected ▼
Created By	
Last Edited By	

Objective Details (Comments)

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Objective Information

*Goal	Get a job ▼
*LWIA/Region	Los Angeles County Department of Commun ▼
*Office Location	WIA - Community and Senior Services ▼
*Program Affiliation	Workforce Investment Act (WIA) Program ▼

Pre-defined Objectives	Date Established	Review Date
☐ Resume Writing	(mm/dd/yyyy) 🔲 Today	(mm/dd/yyyy) 🔲 Today
☐ Counseling	(mm/dd/yyyy) 🔲 Today	(mm/dd/yyyy) 🔲 Today
☐ Mentoring	(mm/dd/yyyy) 🔲 Today	(mm/dd/yyyy) 🔲 Today
☐ Skill Assessment	(mm/dd/yyyy) 🔲 Today	(mm/dd/yyyy) 🔲 Today

Created By　9424

[Save] [Cancel]

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[Save] [Cancel]

8. Once saved, you will arrive at the "Services" tab which will show all services being provided for the participant. You may now click "Finish" to finish the participant's IEP. You may always go back in to view or add any goals/objectives.

(*Note: If you made a mistake with any goal/objective date, or need a goal/objective re-opened or deleted, you must contact the CalJOBS Tech Support team for the correction. Any dates past 30 days will not be able to be changed due to the 30 day lockdown restriction set by EDD.*)

Plan	Goals	Objectives	Services

For help click the question mark icon.

General Information

User Name	TESTSUBJECT19
User ID	9524
Name	James, Rick

IEP Services
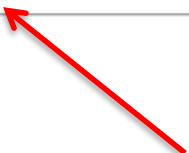
App # - program	Service/Activity	Begin Date	End Date	Provider	Staff
18030 - WIA	205 - Development of IEP/ISS/EDP	A - 03/20/2015	A - 03/20/2015	Employment Service	9424

Exit Wizard

<< Back   Finish   Delete

This help sheet is intented as a broad overview of how to register a jobseeker in the CalJOBS system. Please contact the CalJOBS Tech Support Team at caljobstechsupport@css.lacounty.gov for further in-depth guidance